

# Guide to the Budget

## Volume II

### Introduction

Volume II contains budget information for City departments and programs. The following sections may be included in the commentaries:

- Mission Statement
- Department Description
- Service Efforts and Accomplishments
- Budget Dollars at Work
- Department Summary
- Department Staffing
- Department Expenditures
- Significant Budget Adjustments
- Expenditures by Category
- Revenues by Category
- Salary Schedule
- Revenue and Expense Statement

The Financial Management Information System, which is used to develop the City of San Diego budget, rounds numbers to two decimal places. Consequently, an insignificant difference (plus or minus one dollar) may appear in total dollar amounts throughout these sections.

### Mission Statement

The Mission Statement describes the department or program charter.

### Department Description

The Department Description section provides background information such as a brief history, an expansion of the Mission Statement, and restructuring.

### Service Efforts and Accomplishments

The Service Efforts and Accomplishments section includes milestones met, services provided, accomplishments, awards and special recognitions.

### Budget Dollars at Work

The Budget Dollars at Work section includes statistics representing items supported by the budget allocation. Unless otherwise noted, the statistics reflect the prior fiscal year. This section was compiled with assistance from the Business Operations and Administration Department.

### Department Summary

The Department Summary table summarizes positions and expenses. Grant funds are not included.

Department Summary				
	FY XXXX	FY XXXX	FY XXXX	FY XX-XX CHANGE
Positions	1,058.72	1,054.72	<b>1,046.72</b>	(8.00)
Personnel Expense	\$ 71,630,398	\$ 79,102,851	<b>\$ 86,203,334</b>	\$ 7,100,483
Non-Personnel Expense	<u>\$ 375,236,142</u>	<u>\$ 385,892,974</u>	<b><u>\$ 374,193,330</u></b>	<u>\$ (11,699,644)</u>
TOTAL	\$ 446,866,540	\$ 464,995,825	<b>\$ 460,396,664</b>	\$ (4,599,161)

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### Department Staffing and Expenditures

The Department Staffing and Expenditures section displays positions and expenditures by fund.

Department Staffing	FY XXXX	FY XXXX	FY XXXX
Division Administration	2.00	2.00	2.00
Division Support Services	16.00	16.00	16.00
Engineering Services	16.00	16.00	16.00
FEWD	18.00	18.00	18.00
Main Cleaning & Stoppage Removal	140.00	140.00	140.00
Planning/Scheduling Services	6.00	6.00	6.00
Sewer Lateral Maint & Install	19.05	19.05	19.05
Sewer Main & Manhole Rep/Maint	67.95	67.95	67.95
Sewer Pump Station Ops & Maint	58.00	58.00	58.00
<b>Total</b>	<b>343.00</b>	<b>343.00</b>	<b>343.00</b>

  

Department Expenditures	FY XXXX	FY XXXX	FY XXXX
Corrosion Control Services	\$ 70,001	\$ -	\$ -
Division Administration	\$ 259,162	\$ 972,888	\$ 972,888
Division Support Services	\$ 10,442,023	\$ 20,552,161	\$ 20,552,161
Engineering Services	\$ 5,492,905	\$ 3,346,940	\$ 3,346,940
FEWD	\$ 1,532,251	\$ 1,506,010	\$ 1,506,010
Main Cleaning & Stoppage Removal	\$ 14,212,796	\$ 11,826,404	\$ 11,826,404
Planning/Scheduling Services	\$ 462,125	\$ 501,504	\$ 501,504
Sewer Lateral Maint & Install	\$ 1,983,612	\$ 2,290,271	\$ 2,290,271
Sewer Main & Manhole Rep/Maint	\$ 8,499,958	\$ 14,759,109	\$ 14,759,109
Sewer Pump Station Ops & Maint	\$ 7,306,009	\$ 7,177,366	\$ 7,177,366
<b>Total</b>	<b>\$ 50,260,842</b>	<b>\$ 62,932,653</b>	<b>\$ 62,932,653</b>

### Significant Budget Adjustments

The Significant Budget Adjustments section lists key program and staffing changes by fund. Position classifications are provided and impacts of adjustments are described. There may be a difference between dollar amounts in transfers due to rounding calculations and required retirement contributions.

Department	Positions	Cost
<b>Salary and Benefit Adjustments</b>	0.00	\$ 2,511,928
Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.		
<b>Support for Sewer Main Televising</b>	0.00	\$ 7,227,285
Provides for the televising and condition assessment of selected sewer mains and manholes.		
<b>Support for Assurance Program Reserve</b>	0.00	\$ 4,000,000
Provides for the establishment of an Assurance Program Reserve as a requirement of Bid to Goal to be offset by savings.		
<b>Support for Optimization Initiative</b>	0.00	\$ 1,800,000
Addition of engineering and consultant services to assist the Department in optimizing its cleaning efforts in the cleaning and construction of sewer mains, as mandated by the Environmental Protection Agency.		
<b>Support for Flow Metering Program</b>	0.00	\$ 605,392
Provides for meter acquisition and associated maintenance costs.		

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### Expenditures by Category

The Expenditures by Category table represents how a department budget is distributed within major expenditure categories.

	FY XXXX		FY XXXX		FY XXXX	
PERSONNEL						
Salaries & Wages	\$	54,427,996	\$	56,138,090	\$	56,138,090
Fringe Benefits	\$	17,202,402	\$	22,964,761	\$	22,964,761
SUBTOTAL PERSONNEL	\$	71,630,398	\$	79,102,851	\$	79,102,851
NON-PERSONNEL						
Supplies & Services	\$	335,599,936	\$	346,231,388	\$	346,231,388
Information Technology	\$	18,573,148	\$	18,253,919	\$	18,253,919
Energy/Utilities	\$	17,300,790	\$	18,323,548	\$	18,323,548
Equipment Outlay	\$	3,762,268	\$	3,084,119	\$	3,084,119
SUBTOTAL NON-PERSONNEL	\$	375,236,142	\$	385,892,974	\$	385,892,974
TOTAL	\$	446,866,540	\$	464,995,825	\$	464,995,825

### Revenues by Category

The Revenues by Category table displays information for General Fund divisions and departments.

	FY XXXX		FY XXXX		FY XXXX	
Revenue from Money & Property	\$0		\$14,576,400		\$14,576,400	
Revenue from Other Agencies	\$0		\$22,282,446		\$4,201,237	
Charges for Current Services	\$0		\$258,538,323		\$298,855,911	
Other Revenues	\$0		\$214,387,989		\$220,399,111	
Transfers from Other Funds	\$0		\$4,110,000		\$5,200,000	
TOTAL	\$0		\$513,895,158		\$543,232,659	

### Salary Schedule

The Salary Schedule displays the number of budgeted positions, salary amounts by job classification, and supplemental personnel expenses, such as registration pay for engineers, temporary help, special assignment pay, and vacancy factor, if applicable.

<i>Class</i>	<i>Position Title</i>	<i>FY XXXX</i> <i>Positions</i>	<i>FY XXXX</i> <i>Positions</i>	<i>Salary</i>	<i>Total</i>
1104	Account Clerk	1.00	1.00	\$ 34,768	\$ 34,768
1105	Administrative Aide I	1.00	1.00	\$ 40,043	\$ 40,043
1106	Sr Management Analyst	1.00	1.00	\$ 66,198	\$ 66,198
1107	Administrative Aide II	3.00	3.00	\$ 46,229	\$ 138,686
1153	Asst Engineer-Civil	11.00	10.00	\$ 63,507	\$ 635,066
1218	Assoc Management Analyst	2.00	2.00	\$ 58,745	\$ 117,490
1221	Assoc Engineer-Civil	9.00	8.00	\$ 73,768	\$ 590,147
1227	Assoc Planner	2.00	1.00	\$ 61,286	\$ 61,286
1293	Cement Finisher	1.00	1.00	\$ 49,714	\$ 49,714
1376	Wastewater Pretreatment Inspector III	1.00	1.00	\$ 66,317	\$ 66,317
1423	Sr Drafting Aide	1.00	1.00	\$ 48,668	\$ 48,668
1436	Equipment Technician I	19.00	23.00	\$ 39,450	\$ 907,347
1438	Equipment Technician II	11.00	11.00	\$ 43,406	\$ 477,470

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### Revenue and Expense Statement

The Revenue and Expense Statement is a financial document that presents revenue, expense, reserve and fund balance information. Revenue and Expense Statements are not provided for departments or programs within the General Fund.

	FY XXXX	FY XXXX	FY XXXX
<b>BEGINNING BALANCES AND RESERVES</b>			
Balance from Prior Year	\$ 99,458,164	\$ 54,237,963	\$ 53,260,624
Prior Year Continuing Appropriations	178,106,148	168,828,852	106,722,351
Prior Year Encumbrances Canceled	11,399,869	-	-
Balance from 45 Day Operating Reserve	19,819,496	22,180,965	25,551,917
Prior Year Balance Adjustment	28,170,787	-	-
<b>TOTAL BALANCE</b>	<b>\$ 336,954,464</b>	<b>\$ 245,247,780</b>	<b>\$ 185,534,892</b>

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### Volume II Department Detail

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